

ODP 9-678

30 APR 1979

MEMORANDUM FOR: Executive Officer/DDA

FROM : Bruce T. Johnson
Director of Data Processing

SUBJECT : Comments on Proposed

REFERENCE : DD/A 79-0578/3

STAT

1. The proposed HN refers to a preliminary regulation as the basis for implementation of a policy on smoking in Federally controlled buildings. Does this imply that another shoe will drop which might require refinement of Agency policy? Also, paragraph one seems to imply that the Agency has selected only part of the preliminary regulation to enforce. The "thought and negotiation" we presume covers only that limited part of the preliminary regulation which is not mandatory.

2. The language of the proposed notice appears to be designed to irritate the smoker. We suggest that less emphasis be given to restrictions of the new policy.

3. There appears to be room for improvement in the language of paragraph two. The following comments are keyed to the sub paragraphs of this portion of the notice:

- a. Language should be added which could permit smoking in classrooms and conference rooms when all the participants agree to allow smoking. This would support the policy of an equitable balance between the rights of smokers and non-smokers. Will any safety problems be created by placing receptacles for smoking refuse in hallways outside conference rooms and classrooms?

- b. Smoking is not permitted in shuttle vehicles now
- c. These areas have traditionally been non-smoking areas on the basis of fire safety and not for reasons that prompts this new policy on smoking.
- d. Nonstack areas should be clearly defined.
- e. A more positive wording should be developed which does not emphasize "no smoking" areas without reference to smoking areas.
- f. A sub-paragraph should be added prohibiting smoking in data processing centers and other areas where equipment is sensitive to smoke particles. This is not prompted by the new policy but is as important as the areas identified in sub-paragraph C.

4. It is suggested that paragraph three be rewritten to authorize employees occupying private offices to designate their office as either a "smoking" or "non-smoking" area.

5. The issue of an equitable smoking policy in open areas will be the most important and complex problem to resolve. Most open areas are adjacent to private offices which may be occupied by smokers. No matter how an open area policy is promulgated, supervisors will be left to make interpretations and to deal with the individual preferences of employees occupying open areas.

6. Paragraph five should also be more positive and not stress a restriction on smoking.

7. Paragraph seven is the most positive part of the proposed notice. By carrying this theme throughout the text we are confident that the Agency will enjoy the cooperation of all those involved in implementation of the Federal regulation.

/s/ Bruce T. Johnson

Bruce T. Johnson

DISTRIBUTION:

Orig & 2 - Adse
2 - O/D/ODP
1 - ODP Registry